

Employee Self-Assessment Performance Evaluation – Ferris Administrative & Administrative Support Employees

Type of Review: Annual Partial Year

Position Title:

Employee Name:

Division:

Banner ID:

Department:

Date:

Supervisor Name:

CORE EXPECTATIONS

Collaboration & Teamwork

What are some specific examples where you have demonstrated **Collaboration and Teamwork** during this evaluation year?

- Focuses on building partnerships
- Demonstrates ability to get along with others, is respectful of co-workers, and internal/external constituents/customers
- Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions

Diversity Commitment

What are some specific examples of how you have demonstrated **Diversity Commitment**?

- Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity
- Shows respect and sensitivity for cultural differences
- Promotes and acts in accordance with a harassment-free environment
- Understands EEO and AA plans

Ethics & Integrity	What are some specific examples of how you have demonstrated Ethics and Integrity ?
<ul style="list-style-type: none">• Considers ethical issues and fairness in decision making and actions• Demonstrates appropriate disclosures and honesty• Follows through on commitments and takes responsibility for actions	
Excellence	What are some specific examples of how you have demonstrated Excellence ?
<ul style="list-style-type: none">• Displays commitment to excellence by working thoroughly and accurately• Seeks continuous improvement opportunities• Monitors own work to ensure quality• Demonstrates knowledge, skills and abilities	
Learning & Innovation	What are some specific examples of how you have demonstrated Learning and Innovation ?
<ul style="list-style-type: none">• Demonstrates a commitment to life-long learning• Generates suggestions for improving work• Uses innovation to propose solutions• Initiates actions to research improvements	

<p>Opportunity & Problem Solving</p>	<p>What are some specific examples of how you have demonstrated <u>Opportunity and Problem Solving</u>?</p>
<ul style="list-style-type: none"> • Identifies problems in a timely manner • Gathers and analyzes information skillfully • Works well in groups and individually to develop alternatives 	

For Administrative Employees who supervise non-student employees ONLY

<p>Fiscal Responsibility, Process Improvement/ Sustainability</p>	<p>What are some specific examples of how you have demonstrated <u>Fiscal Responsibility, Process Improvement/Sustainability</u>?</p>
<ul style="list-style-type: none"> • Acts with fiscal accountability • Seeks strategies to improve internal processes • Supports sustainability initiatives 	

<p>Supervisory and Coaching</p>	<p>What are some specific examples of how you have demonstrated <u>Supervisory and Coaching</u>?</p>
<ul style="list-style-type: none"> • Identifies employees' strengths/weaknesses and provides example-driven feedback to enhance individual and team performance • Provides performance feedback • Provides direction and monitors compliance • Promotes fair, equitable and respectful environment 	

PLANNING

What specific progress have you made on last year's goals?

What are your goals for the coming year?